



Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

- ATTENDING:** Alicia Thompson (Erie 1 BOCES, SLS), Kristine Kasbohm (Canisius College), Justin Cronise (SUNY Erie), John Hood (Ecology & Environment), Charles Lyons (SUNY-Buffalo State), Jeannine Doyle (BECPL), Lisa Erickson (Nioga Library System), Paul Cieslik (Lipsitz, Green et. al) Heidi Julien (UB/LIS), Deborah Chiarella (UB, HSL), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature)
 Sheryl Knab (Executive Director-WNYLRC), Debbie Porter (WNYLRC)
- EXCUSED:** Michael Cambria (Buffalo School Library System), Valle Blair (Chautauqua Cattaraugus Library System), Timothy Binga (Center for Inquiry Library)
- ON POLYCOM:** Lindsay Delaney (Orleans Niagara BOCES SLS)
- ABSENT:**
- GUESTS:** Marc Panaro, The Legend Group
- DATE:** **Wednesday, January 9, 2019 2:30 pm**
- LOCATION:** **WNYLRC**
- RECORDED BY:** Pat Klaybor (WNYLRC)

MINUTES/DISCUSSION RECORD

TOPIC	DISCUSSION/ CONCLUSIONS	RECOMMENDATIONS/ACTION/ EVALUATION/FOLLOW-UP	RESPONSIBILITY & TARGET DATE
1. Call to Order	Charles Lyons called the meeting to order at 2:40 pm.		
2. Investments- Marc Panaro	Marc Panaro went over WNYLRC investment portfolio and answered questions from the board members. The Barclay CD was also discussed. We need to make a decision on this in March of 2019. Debbie Porter informed the board that she had contacted Mary Carol at M & T Bank and they can put the funds into a money market until we decide what to do. Charles Lyons asked if this was a board decision or a committee	Discussion ensued regarding the ethics of funds. Heidi Julien raised the question, citing her objection to investment in Philip Morris. We did discuss this before and the issue of imposing various opinions on our investments was raised. Marc Panaro can furnish WNYLRC with a list of socially responsible funds.	



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	<p>decision. Sheryl explained that the Business and Finance Committee meets first, then makes their recommendation to the entire board. A vote is then taken.</p>	<p>There will be a meeting or conference call for the Business and Finance Committee set up prior to the next scheduled Board Meeting in March.</p>	
<p>3.Approval- November 2018 Meeting Minutes</p>	<p>Charles Lyons asked for a motion to accept the November 14, 2018 meeting minutes.</p>	<p>John Hood made a motion to accept the November 14, 2018 meeting minutes, seconded by Jeannine Doyle. Motion passed unanimously.</p>	
<p>4. Accounting Mgr/Treasurer's Report</p>	<p>Debbie Porter gave the report, as Tim Binga was not in attendance at this meeting. She reported that all state monies have been received. She cited some of the budget lines and gave explanations for some totals including the Worker's Comp coverage in line 4400-00 and the fact that the internal percentage received was only at 11% because the membership dues were just sent. Debbie did not have the investment balances to include in this report, so the balances are the same as the previous report. We newly received from Legend Group a current financial reporting from Marc Panaro, but we do not have the Community Foundation information.</p>		
<p>5. New Business a.) Anticipated and Recurring Agenda Items</p> <p>b.) Strategic Planning Process</p>	<p>Sheryl went over the Anticipated & Recurring Agenda Items handout, so everyone is familiar with the scheduled items requiring the Board's attention in 2019. She pointed out that the Board nominations really do need to be completed by May 1st, as the Annual Meeting will be held earlier again this year.</p> <p>The next Strategic Plan is due in March of 2021. She is bringing this to Board's attention early, since the last one took eighteen months to complete. WNYLRC will need to put funds aside if we are going to utilize a strategic planning consultant. Currently, ESLN is using Margaret Sullivan Studios. This consulting firm helped Peter Bromberg (Salt Lake</p>		



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<p>Report</p>	<p>Report. Since there was nothing that needed clarifying, she went on to report on statewide initiative. First, she informed the board that she is part of the search committee for the new State Librarian. In the beginning, this committee did not have system representation, which was rectified. The first round of meetings will be in February. ESLN is in the process of doing its' Strategic Plan. There will be a statewide digital symposium, probably late 2019, early 2020. It will take place in the Albany area. WNYLRC will be contributing funds though ESLN for this. Ask the Lawyer is extremely popular, there have been 67 questions asked from WNYLRC members, so far. Some board members commented on the service. Lindsay Delaney said the answers were concise, well written, Jeannine Doyle said the responses were excellent. Lisa Erickson has had Stephanie Cole Adams at Nioga for workshops and she does a great job. Eight of the nine councils are using this service. Ask the Business Mentor is not doing as well. We are starting up the Archivist Services Program. This program has been explained to the Board in the past, but just briefly, it is a program to help members with archival services. WNYLRC has hired Jessica Johnson as a sub-contractor and WNYLRC will be subsidizing her payments to make it more affordable for members to contract for archival services. There is a form up on the website available for members to fill out who would be interested in the archival services. This is a trial program that will be re-evaluated in June.</p>		
<p>7.Old Business a.) Staffing Update</p>	<p>Since the discussion involved a personnel issue, Jeannine Doyle strongly suggested that all matters having to do with personnel issues should be conducted in Executive Session.</p> <p>The Executive Director, Sheryl Knab and the HR Director, Debbie Porter</p>		



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<p>b.) Approved Member Dues Table 2019-2022</p>	<p>were asked to stay and participate in the Executive Session.</p> <p>Executive Session</p> <p>Charles Lyons asked for a motion to move out of Executive Session at 4:00 pm.</p> <p>Motion was passed after Executive Session to adopt the staff salary/compensation requested by the Executive Director.</p> <p>Sheryl just wanted to inform the board that the Membership Dues Table that was presented at the Annual Meeting of the Membership was approved by an online vote subsequent to the meeting and will go into effect in January of 2020.</p>	<p>Jeannine Doyle made a motion to move into Executive Session at 3:52 pm, seconded by Charles Lyons.</p> <p>Jeannine Doyle made a motion to move out of Executive Session, seconded by John Hood. Motion passed unanimously.</p>	
<p>8. Other Business</p>	<p>Some handouts were given at this meeting including the WNYLRC Board of Trustee Members for 2019. Members were asked to check their contact information for accuracy. Heidi Julien noted that DLIS should be changed to Department of Information Science in her contact info.</p>		
<p>9. Announcements</p>	<p>Dennis Galucki handed out information regarding the upcoming events in his IMAGINE Buffalo Series.</p>		
<p>10. Adjournment</p>	<p>Charles Lyons asked for a motion to adjourn. The meeting was adjourned at 4:05 pm.</p>	<p>John Hood made a motion to adjourn, seconded by Jeannine Doyle. Motion passed unanimously.</p>	